

Minutes
Warm Springs Public Service District
November 12, 2025

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on November 12, 2025. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on November 7, 2025, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:00 AM with all members attending. Mr. Mike Jenkins – Chairman; Mr. Charles Johnson – Treasurer were present at the meeting. Also present was Michael Crunkleton, General Manager of the WSPSD; Amber Hixon, WSPSD office manager; Chase Riley, Thrasher; Mary Lynn Hickey, Town of Bath.

The first order of business was to approve the agenda. Director Johnson moved to approve the agenda as posted with Chairman Jenkins to second, the motion passed unanimously.

Item 2 on the agenda was to discuss and approve water termination agreement. After some discussion this was tabled until December’s board meeting pending clarification on one item on page one of the agreement.

Item 3 on the agenda was to approve the minutes from the September 16, 2025 emergency Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on September 16, 2025 with Chairman Jenkins to second, the motion passed unanimously.

Item 4 on the agenda was to approve the minutes from the October 9, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on October 9, 2025 with Chairman Jenkins to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 41 operational invoices received. Chairman Jenkins moved to approve payment for the 41 invoices received for a total of \$50,756.30 with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (Oct; dumpster rental-BS)	345.85
2	BSWW (Sept/Oct; meter books, water usage, hydrant, terminations - Office, BS)	469.46
3	Bowles Rice (Oct; 2025 PSC termination petitions, Coolfont agreement, DEP violation, status of spill and follow up)	1,799.42
4	Citco (Oct; 10-45lb pails bio-neutralizer tablets-GC)	2,014.79
5	Comcast (Nov/Dec; internet - Office)	214.85

6	Core & Main (Oct; 20ft pipe, ford wedge action import-Biser St)	1,108.47
7	Scott Crunkleton (Nov; cell phone allowance)	25.00
8	Decker & Company (Oct; year end adjusting entry assistance, consult IRS levy notice)	1,418.75
9	Theodore Enss III (Nov; cell phone allowance)	25.00
10	Farris Paving (Oct; patchwork on Hilltop St & manhole repair on Ewing St)	1,100.00
11	FirstNet (Nov; AT&T internet at BS plant & Office)	73.98
12	Frontier (Nov; phone-BS)	56.99
13	Gates (Oct; oil change, tire rotation, repair running board, scan & diagnose vehicle-2009 GMC & 2015 Silverado)	265.75
14	G.H.S (Nov; John St Tap, haul sludge)	2,156.00
15	Joshua Graham (Nov; cell phone allowance)	25.00
16	Guardian (Nov; long & short term disability)	265.45
17	Charles Johnson (Sept/Oct; Special & Regular Board Mtg Salary)	225.00
18	Monty Kerns (Nov; cell phone allowance)	25.00
19	Maryland Pipe & Supply (Oct; 5-8" fernco, joint adapters, pvc bends, pvc sch40-project building & stock)	2,603.56
20	Jonathan Mechem (Nov; cell phone allowance)	25.00
21	Miss Utility (Sept; message fees for September)	71.30
22	Lionel Monteil (Nov; cell phone allowance)	25.00
23	Morgan County Magistrate Court (Nov; court costs)	75.00
24	Morgan Messenger (Oct; notary stamps)	72.32
25	Munibilling (Oct; September billing & postage, merchant return fees)	1,219.09
26	Pace (Oct; wastewater testing-BS, GC, CI, IP, CSP)	2,496.00
27	Potomac Edison (Sept; BS(\$5,815.33) & GC (\$875.47) WWTP&PS)	6,690.80
28	Jeffery Rhodes (Nov; cell phone allowance)	25.00
29	Segra (Oct/Nov; phone-GC)	227.87
30	Thomas Stinebaugh (Sept; Special Board Mtg Salary)	100.00
31	Synthex (Oct; 2 drums synfloc 2235-BS press)	1,893.47
32	United Healthcare (Nov; dental insurance)	204.66
33	USA Bluebook (Oct; hach dpd, ph fill solution, ph electrode-CSP, IP)	1,329.22
34	USBank-Pcards (Oct; adobe, quickbooks, power bill, gloves, paper towels, stainless screws & bolts etc-BS/IP/Office)	5,314.37
35	US Standard Products (Oct; case of shop towels-BS)	301.29
36	WEX Bank (Oct; fuel for trucks)	950.35
37	Workforce (Oct; 3rd quarter unemployment-Carletta Kerns)	929.36
38	EFTPS (Oct; SS & Medicare Contribution)	3,478.74
39	WV PERS (Oct; Retirement Contribution)	4,061.94
40	WV PEIA (Oct; Health Insurance)	6,963.20
41	WV RHBT (Oct; PEIA Trust Fund)	84.00
		<u>\$ 50,756.30</u>

The Board of Directors (BOD) conducted the monthly review of the financial statements which include: The Monthly Budget Comparison Report, the Cash Account Balance, and the Municipal Bond Commission Status of Accounts statement.

Item 7 on the agenda was to discuss and approve insurance proposals. This was tabled until December's board meeting until all proposals are received.

Item 8 on the agenda was to discuss and approve pay application #7 for the Warm Springs PSD I&I Project. Chairman Jenkins moved to approve pay application #7 for \$328,922.74 with Director Johnson to second, the motion passed unanimously.

Item 9 on the agenda was to discuss project updates. Updates were given on the I&I project at the 9:00am project meeting with The Thrasher Group.

The Monthly Operational/Office Report:

Michael updated that the telemetry system should be installed within the next few weeks. Amber did not have any updates at this time.

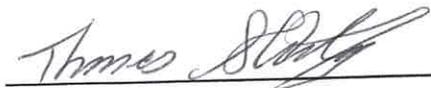
Public comments: No public comments

The next Board meeting will be held on December 10, 2025, at 10:00 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Chairman Jenkins adjourned the meeting at 10:43 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary